



PAMELA E. ROBINSON  
CLERK OF COURT

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS**

TEL: 217.373-5830  
FAX: 217.373-5834

**OFFICE OF THE CLERK  
218 U.S. COURTHOUSE  
201 SOUTH VINE STREET  
URBANA, ILLINOIS 61802**

Dear Juror:

We welcome you as a Petit Juror in the United States District Court for the Central District of Illinois - Urbana Division. Please take a moment to read the following instructions and keep them available during your term of jury service. These instructions have been prepared to help answer some of the commonly asked questions about jury service. If you have any questions, you may contact the Jury Clerk at 217-373-5830 weekdays from 8:00 a.m. to 5:00 p.m.

**TERM OF SERVICE:**

Your term of jury service will run approximately thirty (30) days commencing on the date you first start calling, and will conclude when you are discharged. Although you are on call, you will only be required to report for jury selection one or two days during your term of service. The number of days will vary depending on the needs of the Court. You will only serve on one jury. The average jury trial is three to five days. If you are selected for a trial that continues beyond the service period, you will be required to serve until the completion of the trial.

**NOTIFICATION OF JURY SERVICE - PLEASE READ CAREFULLY**

Enclosed you have received your initial summons and written notice to appear for jury duty. Please review the enclosed summons carefully. On the summons you will find a 9-digit participant number, which is located directly to the right, or directly underneath the bar code (see enclosed example). This 9-digit participant number is EXTREMELY important as you must have this number when calling our jury notification system for reporting instructions. The enclosed written notice gives you specific instructions on when to begin calling our jury notification system for reporting instructions. This written notice will be the ONLY written notice you will receive during your term as a juror. **Thereafter, all reporting instructions will be obtained through your calling of the jury notification system. You must call as instructed.** The jury notification system is available 24 hours a day and will advise you of reporting dates, cancellations or continuances and will provide specific instructions for further call-in dates. The telephone number for the voice notification system is **1-800-860-8044**. In the event of an emergency or malfunction of the jury notification system, you should call the jury clerk at the number listed on the written notice. This number should only be used in the event of a malfunction or emergency.

Failure to report as ordered could result in the issuance of a notice for you to appear before the Court and show cause why you should not be held in contempt for failure to appear. It is VERY IMPORTANT that you call as instructed. Do not call prior to the date you have been provided in the enclosed packet of information. **IF YOU FAIL TO CALL THE JURY NOTIFICATION SYSTEM AND APPEAR UNNECESSARILY, YOU WILL NOT BE PAID FOR THAT APPEARANCE. IN ADDITION, FAILURE TO CALL THE JURY NOTIFICATION SYSTEM DOES NOT CONSTITUTE A VALID REASON FOR NON-APPEARANCE AND COULD RESULT IN ISSUANCE OF A NOTICE TO APPEAR AS SET FORTH ABOVE.**

**RETURN SUMMONS FORM AND QUESTIONNAIRE:**

You **MUST** complete the Juror Information Form attached to the lower half of your summons AND the enclosed juror questionnaire and return them to the Court within **five (5) days** of receipt of the summons. **It is imperative that you include a home or cell phone number for use in our jury notification system.** Failure to do so may result in a notice to appear before this Court.

### **REQUESTS FOR TEMPORARY OR PERMANENT EXCUSE FROM SERVICE:**

The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your term, these absences **do not** constitute a valid reason for being excused from the entire term. Please complete the temporary excuse/vacation/business trip form included in this packet and return it with your juror information form. When requesting a temporary absence, you must make the request a minimum of **five (5) days in advance** of the date(s) you need to be excused. If you know the dates, you should include them on the **temporary excuse/vacation/business trip form** included in this packet and return it with your Juror Information Form.

### **COURTHOUSE LOCATION AND PARKING**

When you are instructed to report for jury duty, please report to the United States Courthouse, Room 212, 2nd Floor, 201 S. Vine Street, Urbana, IL, 61821. The Court has arranged parking for jurors in **LOT 10F** in the Lincoln Square Village parking lot and in **LOT 22** (with meters) at Vine and Green Streets, next to the Urbana City building. **Do not put money in the meters, but do place your parking permit on your dash.**

***PARKING IS HEAD IN ONLY and you will be ticketed if you violate this rule. You may also be subject to a parking ticket/fine if you park anywhere other than Lot 10F or Lot 22.*** DO NOT park in Lot F at the corner of Main and Vine Streets, which is Champaign County Courthouse parking. If you require handicapped parking, please notify the Clerk's office. (Please note: The Courthouse is not open before 8:00 a.m.)

### **COURTHOUSE SECURITY:**

Everyone who enters the Courthouse must have a photo identification and must pass through a magnetometer, which senses metal. To expedite going through the security check station, please have your ID available and do NOT bring the following items with you (this list is by no means totally inclusive): CELL PHONES, electronic devices, palm pilots, pagers, any and all knives; mace or pepper spray; footwear with safety steel toes; scissors; knitting or crochet needles; box or letter openers; and large amounts of jewelry. At the entrance to the federal building there are several lock boxes with keys available for your use if you wish to lodge electronic devices while in Court.

### **JUROR FEES:**

You will receive an attendance fee of **\$40.00** per day plus mileage at the rate of **58.5** cents per mile round trip. Each juror is required to report his or her one way mileage on their first appearance. If you live **fifty (50)** miles or more from the court and choose to spend the night, there is an additional subsistence of **\$109.00** per day. Jurors are responsible for providing the clerk with the ***original itemized hotel bill***. Please check with the clerk's office for more information on overnight travel. Attendance fees are considered taxable income. However, mileage and subsistence fees are **not**. You may deduct any expenses involved (i.e. babysitting costs). You will need to keep a record of the fees you receive as no tax has been withheld, and as a general rule **no W-2 forms are furnished**. If however, you should earn more than \$600, this office will prepare a 1099 income tax form to be submitted to the IRS. A Federal Government Employee is not entitled to an attendance fee unless that person is in non-pay status during all or part of his jury service. If you are a Federal Employee, please notify the Clerk's Office on your first appearance. This does not apply to postal employees. Attendance slips provided daily at juror's request.

If, after reading material provided, you have any questions, please feel free to call our office at 217-373-5830.

Marilyn Talbott  
Jury Clerk